

**Mississippi Department of Mental Health  
Bureau of Human Resources  
239 North Lamar Street  
1101 Robert E. Lee Building  
Jackson, MS 39201**

**www.dmh.ms.gov  
(601) 359-1288**

**Program Specialist IV  
Office of Utilization Review**

This position is available in the MS Department of Mental Health's (DMH) Office of Utilization Review (OUR) which is part of the Bureau of Certification & Quality Outcomes. The OUR reviews the utilization of behavioral health services and intellectual and developmental disability services for state-operated programs and key community-based services to prevent unnecessary institutionalization and readmission prevention. The professional program support person will be accountable for a high complex degree of data collection, data mining, and statistical data reporting. Required skills of this position include but are not limited to the abilities of data: analyzation, aggregation, end user database skills, person-level data review, and the identification of trends pertinent to the delivery of mental health services of programs having statewide impact. The position will be responsible for various duties assigned as a member of the DMH OUR team and will report to the office director.

Examples of work performed in this classification include, but are not limited to, the following:

- assessing progress of trending data achievements;
- identifying areas of weakness which may adversely impact operations, support, and service delivery capabilities;
- interacting and/or consulting with a variety of individuals which includes agency personnel, state and local officials, other state agencies, outside professionals, and/or the general public;
- administrative quality review of internal the OUR data activities/reports;
- reviewing pre-evaluation screenings of community mental health providers via electronic submission;
- state hospital discharge records for patients under treatment for serious mental illness (SMI) via audit reviews via electronic submission and/or conducted on-site;
- completing audit reports containing findings during/post an audit review;
- presentation format development of data reporting for internal and/or external training/presentations, as needed, which also includes any OUR technical assistance coordination; and
- traveling will be required throughout the state with overnight stays on occasion; travel/working outside of the office can potentially consume approximately 25 – 50% of the work month.

**Preference will be given to those with:**

- ❖ Experience and working knowledge of direct behavioral health and IDD services.
- ❖ Working knowledge about the Mississippi Department of Mental Health.
- ❖ Proficiency in computer programs such as Excel, PowerPoint, Outlook, Word, Access, and Adobe.
- ❖ Data analysis and presentation experience.
- ❖ Excellent organizational and interpersonal skills.
- ❖ Experience and/or working knowledge of data analysis software.
- ❖ Excellent verbal and written communication skills.
- ❖ Team-player with multi-tasking abilities.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS**

**Education:**

A Master's Degree from an accredited four-year college or university;

**AND**

**Experience:**

Four (4) years of experience, two (2) years of program oversight of statewide programs;

**OR**

**Education/Licensure:**

A Bachelor's Degree from an accredited four-year college or university;

**AND**

**Experience:**

Seven (7) years of experience, two (2) years of program oversight of statewide programs.

**Salary:** \$51,693.41 – \$64,616.77

**Deadline to apply:** July 8, 2022

Please submit a resume to [Toni.Johnson@dmh.ms.gov](mailto:Toni.Johnson@dmh.ms.gov). Interested applicants must also complete the application process through the Mississippi State Personnel Board at [www.mspb.ms.gov](http://www.mspb.ms.gov). Instructions are detailed in the Job Seekers tab. This employment opportunity will appear in the Job Openings section on the site. Please submit a resume with your application.

If you have questions, please contact Toni Johnson at the MS Department of Mental Health 601-359-6244 or via e-mail at [Toni.Johnson@dmh.ms.gov](mailto:Toni.Johnson@dmh.ms.gov).